



Private Bag 12003 Windhoek Namibia | (Tel) +264 61 702 212 | Web: <http://www.dca.com.na>

SPOT CHECK

Ref:

AIRCRAFT TYPE: REGISTRATION MARKS:

TOTAL AIRCRAFT TIME: TOTAL AIRCRAFT CYCLES:

OPERATOR: REPRESENTATIVE:

AMO: ACCOUNTABLE MANAGER:

QUALITY MANAGER: LOCATION:

ITEM	SAT	UNSAT	REMARKS
Issued required work package for check			
Programme for AD/SB accomplishment			
Issue & documentation of non-routine task cards			
Schedule for CPCP programme accomplishment			
Schedule for Ageing Aircraft programme accomplishment			
Schedule for SSID programme accomplishment			
Description of task on task card			
Record of performance of task			
Certification of task accomplished			
Method of accountability (tally) for all task cards			
Availability of appropriate tools			
Availability of adequate equipment			
Availability of appropriate test equipment			
Availability and adequacy of power source for powered tools			
Techniques in accomplishing work			
Hangar lighting systems (general)			
Hangar lighting system (obscure location)			
Adequacy of shelves in hangar for components			
Protection of components from damage			
Segregation of components on hangar floor			
Cleanliness of hangar floor			
Hangar space			
Availability of supporting workshops			
Mechanic's ability and experience to perform work			
Adequacy of qualified inspectors			
Qualification / experience of certified personnel			
Production planning methods			
Procedure for final release to service signature			
Task control office (space and layout)			

Availability of manuals, reference material, drawing, etc on shop floor			
Revision status of manuals			
Procedures for accomplishing major repairs			
Performance of required inspection items			
Records of avionic status			
Records of engine life status			
ITEM	SAT	UNSAT	REMARKS
Records of landing gear status			
Record of review of life limited components			
Aircraft structural integrity			
Aircraft physical appearance			
Radio Station Licence			
Weight and balance schedule on aircraft			
Operations manual on aircraft			
Maintenance Control Manual approved by NCAA			
Maintenance record			
Maintenance history			
Certificate of Registration			
Certificate of Airworthiness			
A.O.C			
MEL			
Maintenance schedule approved by NCAA			
Proof of ownership			

FOR OFFICIAL USE ONLY

REMARKS:

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DISCREPANCIES OBSERVED:

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NAME (S) OF PERSONNEL BRIEFED:

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CORRECTIVE ACTION REQUIRED:

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LETTER OF CORRECTION SENT:

OPERATOR'S RESPONSE RECEIVED/ACCCEPTED:

CORRECTIVE ACTION ACCOMPLISHED:

FOLLOW-UP INSPECTION DATE:

CLOSE-OUT DATE: or PURSUE VIOLATION ACTION:

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Inspector's Name & ASI #

.....
Signature

.....
Date

